

ABBOTTS ANN PARISH COUNCIL



**Minutes from the Meeting
held on Thursday 5th August at 19:00
at The War Memorial Hall, Abbots Ann.**

COUNCIL MEMBERS

	In Attendance	Apologies	Absent
Councillor Jordan (Chairman)	√		
Councillor Howard (Vice Chairman)	√		
Councillor Jones	√		
Councillor Perkin		√	
Councillor Roberts		√	
Councillor Wallis	√		
Councillor Coffey		√	

Also, IN ATTENDANCE:

Amanda Owen - Clerk, Councillor Flood – Test Valley Borough Council & 3 Members of the public.

- 210801 To Receive Chairman’s Opening Remarks.**
Councillor Jordan welcomed everyone to the meeting and advised that the meeting is recorded by the Parish Council and may be recorded by members of the public.
- 210802 To receive and accept apologies for absence.**
Apologies were **RECEIVED** and **ACCEPTED** from Councillor Roberts, Councillor Perkin and Councillor Coffey due to personal reasons. Apologies were **NOTED** from Councillor David Coole.
- 210803 To receive declarations of Disclosable Pecuniary Interests relating to items on this agenda.**
There were no declaration of Disclosable Pecuniary Interest relating to items on this agenda **RECEIVED**.
- 210804 To approve the minutes of the Parish Council Meeting held on Thursday 1st July 2021.**
The minutes of the Parish Council meeting held on Thursday 1st July 2021 were **APPROVED**.
Proposed By Councillor Jordan, seconded by Councillor Howard.
All members voted unanimously to **ACCEPT** this resolution.
- 210805 To receive updates already published and any further updates provided.**
The reports submitted for the Parish Council meeting were **NOTED** and can be found as **APPENDIX A**.
Councillor Howard added to the Amenities report that the repair to the Churchyard fence had been completed and the invoice sent to relevant individuals.
Councillor Wallis added to the Sports & Recreation update that the Pavilion painting was complete.
Councillor Jordan provided a brief overview of dealings with Southern Water as outlined in the Parish Magazine. It is anticipated that a further update will follow from Councillor Roberts after the next Southern Water meeting.
Borough Councillor Flood advised of summer activities for children throughout the Borough.
- 210806 To note the current financial situation and the reconciliation of the bank balance.**
The current financial situation and the reconciliation of the bank balance were **NOTED** with the bank balance as at 31st July 2021 being £46,383.90. The bank reconciliation can be found as **APPENDIX B**.
Proposed by Councillor Jordan, seconded by Councillor Howard.
All members voted unanimously to **ACCEPT** this resolution.

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210807 To approve the requests for payments.

The payments as listed in the table below were **APPROVED** for payment.

Proposed by Councillor Jordan, seconded by Councillor Jones.

All members voted unanimously to **ACCEPT** this resolution.

Councillor Howard suggested that the Village Hall Committee is asked if Abbots Ann Parish Council is able to use the Village Hall once a month free of charge.

Proposed by Councillor Jordan, seconded by Councillor Jones.

All members voted unanimously to **ACCEPT** this resolution.

August Payment Requests			
TO	FOR	INVOICE NO	AMOUNT
Staff	Salaries		£987.17
Amanda Owen	Staff Expenses		£37.49
Business Stream	Bulbery Pavilion - Water Costs	DD	£24.06
Larkstel	Grounds maintenance - June	INV-0192	£645.00
ICCM	Cemetery Management & Compliance Training	13787	£162.00
War Memorial Hall	Hall Hire - 5th August		£15.75
Viking	Stationery	7294751	£27.32
Viking	Stationery	7302121	£11.15
	Total		£1,909.94

210808 To receive an update on the Locum Clerk position.

It was

NOTED

That the Locum Clerk contract for Karen Ross finished on 31st July 2021; bank access is in the process of being revoked and relevant passwords have been changed.

210809 To agree the renting of a PO Box for Abbots Ann Parish Council at a cost of £360.00 per annum.

It was

RESOLVED

not to proceed with the renting of a PO Box but to remove the Clerks address from website.

Proposed by Councillor Jordan, seconded by Councillor Howard.

All members voted unanimously to **ACCEPT** this resolution.

210810 To consider the following recommendations from the Abbots Ann Sports Field Group:

210810.01 To consider the increase of the hire charge of the Sports Field from £25.00 to £35.00 for matches.

It was

RESOLVED

that the hire charge of the Sports Field would increase from £25.00 to £35.00 for matches from the 5th August 2021.

Proposed by Councillor Jordan, seconded by Councillor Wallis.

All members voted unanimously to **ACCEPT** this resolution.

210810.02 To consider the increase of the hire charge of the Sports Field £10.00 to £15.00 for training.

It was

RESOLVED

that the hire charge of the Sports Field would increase from £10.00 to £15.00 for training from the 5th August 2021.

Proposed by Councillor Jordan, seconded by Councillor Wallis.

All members voted unanimously to **ACCEPT** this resolution.

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- 210810.03 To approve the installation of flooring at a cost of £500.00 from Tapi Carpets.**
It was
RESOLVED
to appoint Tapi Carpets to install the flooring at the Pavilion at a cost of £500.00. Fitting costs are to be advised by Sportsfield Group.
Proposed by Councillor Jordan, seconded by Councillor Wallis.
All members voted unanimously to **ACCEPT** this resolution.
- 210810.04 To receive an update with regards to the new booking member for the Abbots Ann Sportsfield Group.**
An update was received from the Booking Clerk who advised that she was not in a position to carry out the entire role but would receive bookings but not issue invoices. It was therefore agreed that the Sportsfield Booking Member would receive the booking and the Parish Council Clerk would issue the invoice. Once payment has been received, the Booking Member will advise the hirer of the relevant information to hiring the Sports Pitch. It was noted that should the new system impede the Clerks work, it should be brought to the attention of the Parish Council as a matter of urgency.
Proposed by Councillor Jordan, seconded by Councillor Howard.
All members voted unanimously to **ACCEPT** this resolution.
- 210811 To retrospectively approve for Larkstel to remove the Holly Tree at the Churchyard at a cost of £450.00.**
It was **NOTED** that the previous contractor had failed to honour the contract.
It was
RESOLVED
to retrospectively appoint Larkstel to remove the Holly Tree at the Churchyard at a cost of £450.00.
Proposed by Councillor Jordan, seconded by Councillor Howard.
All members voted unanimously to **ACCEPT** this resolution.
- 210812 To consider refurbishing the Burial Ground fence.**
It was
RESOLVED
that additional quotes should be obtained to repair, or replace the remaining Burial Ground fence.
Proposed by Councillor Jordan, seconded by Councillor Howard.
All members voted unanimously to **ACCEPT** this resolution.
It was **NOTED** that a quote had already been received from Philip Grob Blacksmith.
- 210813 To consider the contractor to conduct Play Area Equipment repairs and Play Area Maintenance.**
It was
RESOLVED
that as no item was high risk that remedial work would not be instigated but a monitoring regime should be initiated by the Play Area Assist, Councillor Coffey to monitor the report findings.
Proposed by Councillor Jordan, seconded by Councillor Howard.
All members voted unanimously to **ACCEPT** this resolution.
- 210814 To adopt a revised version of the grants policy and application form.**
It was
RESOLVED
to adopt the revised version of the grants policy and application form.
Proposed by Councillor Jordan, seconded by Councillor Jones.
All members voted unanimously to **ACCEPT** this resolution.

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- 210815 To consider responding to the Government Parliamentary Boundary review.**
It was **NOTED** that the Parish of Abbots Ann is currently in the North West Hampshire Constituency, the sitting Member of Parliament is currently Kit Malthouse. If the proposed Parliamentary Boundary Review goes ahead, Abbots Ann will be in the Romsey and Southampton North Constituency represented by Caroline Nokes.
- 210816 To consider the grant application received from Abbots Ann Fete Committee for £196.00 for the purchase of insurance for the Fete under powers LGA 1972, s144.**
It was
RESOLVED
that under the powers afforded to the Parish Council under Local Government Act 1972, s144 to **APPROVE** a grant for £196.00 to Abbots Ann Fete Committee.
Proposed by Councillor Howard, seconded by Councillor Jones.
All members voted unanimously to **ACCEPT** this resolution.
- 210817 To note developments on the Dingwall planning application 21/00083/FULLN.**
It was **NOTED** that the Parish Council had been advised that a pre-protocol letter has been issued to Test Valley Borough Council by a resident of Abbots Ann, prior to formal legal proceedings of a Judicial review.
- 210818 To consider the installation of no vehicular access signs or alternative measures at the Churchyard Path.**
It was
RESOLVED
to request that Highways at Hampshire County Council install no vehicular access signs at the entrance to the Churchyard at an appropriate height.
Proposed by Councillor Jordan, seconded by Councillor Howard.
All members voted unanimously to **ACCEPT** this resolution.
- 210819 To consider the following planning application**
210819.01 21/02138/LBWN & 21/02137/FULLN
The repair and conversion of the cob barn to part storage and part ancillary residential accommodation.
Mill House, 101 Mill Lane, Abbots Ann, SP11 7NR
The Parish council had **NO OBJECTION** to this application.
Proposed by Councillor Jordan, seconded by Councillor Howard.
All members voted unanimously to **ACCEPT** this resolution.
- 210819.02 21/02150/TPON**
T1 Copper Beach - Reduce canopy branches overhanging the driveway, by pruning secondary and tertiary branches only, by up to 3m. All cuts will be back to an appropriate growth point.
Michaelmas Cottage, Duck Street, Abbots Ann
The Parish council had **NO OBJECTION** to this application.
Proposed by Councillor Jordan, seconded by Councillor Howard.
All members voted unanimously to **ACCEPT** this resolution.
- 210819.03 21/02205/TREEN**
T1 - Elm – Fell
Chapel Cottage, 51 Duck Street, Abbots Ann
The Parish council had **NO OBJECTION** to this application.
Proposed by Councillor Jordan, seconded by Councillor Jones.
All members voted unanimously to **ACCEPT** this resolution.

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- 210820 To agree the date of the next meeting.**
The date of the next meeting was agreed as Thursday 2nd September 2021 in the Main Hall at the War Memorial Hall.
- 210821 Admissions to meetings to pass a resolution in accordance with the public bodies (admission to meetings) act 1960 to exclude the public and press from the remainder of the meeting as publicity will be prejudicial to the confidential nature of the business.**
Proposed by Councillor Jordan, seconded by Councillor Howard.
All members voted unanimously to **ACCEPT** this resolution.
- 210821.01 To discuss the Clerks terms and conditions.**
The salary increase for the Clerk was **APPROVED**.

There being no other business, the meeting closed at 20:17.

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APPENDIX A

Environmental Profile

Regarding the Environment Portfolio, I have nothing new to report as there is no change regarding the benches or Copse. However, the new gate has now been erected at the entrance to the Green and looks good. Also, I notice that Larkstel have been strimming the footpaths. I have reviewed the recent grass cutting on the Green and I think that the edges have been cut in most places and are not too bad.

Anne Jones
Environmental & Wellbeing Lead

Amenities Report

St Mary's Church Abbots Ann - Closed Churchyard

Church Path Fence

Philip Grob has quoted £400 for the repairs to the fence sections damaged during the felling of the Chestnut tree by the centre section of the path. The Clerk is dealing with the matter.

Churchyard Footpaths

TVBC have placed stringent requirements on the protection of trees adjacent to the paths during refurbishment. A meeting with a groundworks firm is planned to investigate possible solutions.

Burial Ground Fence

An invitation to quote for the repair of the Burial Ground fence, which now looks somewhat dilapidated alongside the churchyard one, has been prepared, for discussion at a Council meeting.

Gordon Howard
Amenities Portfolio Lead

Amenities Assist Update - Lead on Play areas and skate park.

My update for the play areas is that I have cleared up but not all of the wood in the War Memorial Hall play area as per my recent action report. I have also contacted RoSPA for clarification about the play unit being marked nine as to whether or not it needs to be cordoned off as per their recent report and my recent action report. I am waiting for their response.

Councillor Clare Coffey

Sports and Recreation Update

Pavilion

The internal painting should be finished this week. Next steps are to:

- Purchase and fit new flooring for the function room and possibly the kitchen
- Arrange electrical inspection and PAT testing and renew lights where necessary
- Purchase and fit new heaters and blinds
- Replace out of date fire extinguishers
- Purchase table and chairs for the function room
- Find a volunteer to manage bookings
- Find a cleaner/caretaker

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Sports field

The football pitches are being well-used for training and matches. The grass has been kept short and the pitch lines have been re-painted as necessary. The RoSPA report recommended some minor repairs/refurbishment of the goalmouth areas, posts and nets which have not yet been done.

Unfortunately, the Sports Group member who was organising the football pitch bookings and invoices is no longer able to continue with this task after the end of August so we will need a new volunteer to take over.

There is a bent, rusty iron memorial plaque next to one of the trees on the sports field (the one nearest the pavilion) which is a significant hazard to walkers and grass cutters. I suspect that this will be difficult to remove as it is set in concrete

Old toilet block

In my opinion, something needs to be done about this sooner rather than later. The wooden door and window frames are very rotten and in need of replacement and there is a broken window with a large hole in the middle. Another window, presumably broken, has been boarded up. People continue to use one of the toilets despite there being no water in the building and an 'out of order' sign on the door.

Iron railings

There is a large quantity of old iron railings from the church path, behind the shipping containers. Presumably these can now be disposed of?

Chris Wallis

Clerk Report

July has seen the reinstatement of the gate at the Green. Unfortunately, the Holly Tree has yet to be removed from the Churchyard due to contractor difficulties. The contract has now been offered to Larkstel retrospectively who are going to be removing the Holly Tree in August, a definite date has not yet been provided. Larkstel are also looking to start work on the Copse in August, again no definite date has been provided, they will commence works after the bird nesting season has come to an end.

Test Valley Borough Council have been contacted regarding the s106 funds for the benches, they are yet to confirm the allocation so the benches will be ordered once confirmation has been received.

Funds have been received from Test Valley Borough Council for 50% of the Churchyard Fence installation as agreed.

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APPENDIX B

Date: 02/08/2021

Abbots Ann Parish Council

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Time: 11:11

Bank Reconciliation Statement as at 31/07/2021
for Cashbook 1 - Lloyds Treasurers Account

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Treasurers Account	31/07/2021		46,383.90
			<u>46,383.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			46,383.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			46,383.90
		Balance per Cash Book is :-	46,383.90
		Difference is :-	0.00